



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	DEPUTY COURTS CLERK
3	Posting Number	PN# 111960
4	Department	Municipal Courts Administration
5	Division	Court Services
6	Section	Courtrooms
7	Reporting Location	1400 Lubbock, 8300 Mykawa or Satellites*
8	Workdays & Hours	All Shifts, days, and holidays*
		*Subject to change
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Will provide clerical and other services as an Official of the Court; enter Judicial decisions and record transactions, dispositions and fine payments on automated Court system; provide information regarding court policies and procedures to citizens; communicates with citizens, attorneys, prosecutors, judges, and law enforcement officials, sometimes in stressful situations; and processes and prepares documents, dockets and courtrooms for court sessions. May require unscheduled traveling to off-site satellite Courts as needed. Maintain highest professional level of customer service by utilizing efficient problem-solving techniques to address customer concerns and inquiries.	
10	<u>WORKING CONDITIONS</u> General office conditions. Must be able to work any day or shift, weekends and/or holidays as needed, in any courtroom location assigned. Must be able to move to another satellite location on short notice.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Basic knowledge of grammar, spelling, punctuation and simple mathematical functions as might normally be acquired through attainment of a high school diploma or GED.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Six (6) months of clerical, data entry or court related experience is required.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u> None.	
14	<u>PREFERENCES</u> Heavy customer service experience; prior court, legal or paralegal experience. Prior experience with Court policies and procedures; proficient in Windows and Microsoft Office environment (Word, Excel, Outlook, etc.).	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None However, the Department may administer and the applicant must successfully complete a computer skill assessment evaluation.	
16	<u>SAFETY IMPACT POSITION</u> [] Yes [X] No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div><div>Salary Range - Pay Grade 11</div><div>\$755 - \$1,347 Biweekly \$19,630 - \$35,022 Annually</div></div>	
18	<u>OPENING DATE</u>	July 12, 2006
19	<u>CLOSING DATE</u>	July 18, 2006
20	<u>APPLICATION PROCEDURES</u> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 221-0243. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.	
	An equal opportunity employer	